



**ASSOCIATED STUDENTS, INCORPORATED**  
**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Approved: 04/19/01  
Pending: 03/01/12

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**ADMINISTRATIVE MANUAL**

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**RE-EMPLOYMENT POLICY**

**POLICY 108**

- 1.0 PURPOSE:  
This policy is enacted to establish employment eligibility for former A.S.I. employees.
- 2.0 REFERENCES:  
Employee Retirement Income Security Act of 1974 (ERISA)
- 3.0 POLICY:  
Former employees are not eligible for re-employment if they were terminated for theft, misconduct, corruption, moral turpitude, or if an agreement exists that prohibits their application for a position within A.S.I.
- 4.0 DEFINITIONS:  
None
- 5.0 PROCEDURES:
- 5.1 For all paid positions within A.S.I., the A.S.I. Administrative Office shall determine if any applicant was a former employee of A.S.I.
  - 5.2 If an applicant for a position is a former employee, the A.S.I. Administrative Office shall determine the basis for termination. If termination was based on theft misconduct, corruption, moral turpitude or an agreement exists so as to make the employee ineligible for re-employment, the application will be removed from the applicant pool. Otherwise, former employees are eligible for re-employment provided they meet the minimum criteria established for the position.
  - 5.3 Benefit Reinstatement. If an employee is re-employed within a one year period, the following benefits will be re-instated:
    - 5.3.1 Earned time accrual date adjusted by break in service.
    - 5.3.2 Retirement vesting, if any applicable under ERISA regulations.
  - 5.4 If the applicant left employment with A.S.I. to accept employment with either CSLA or another CSLA auxiliary and returns to employment with A.S.I. without an intervening break in service, the employee shall have benefits re-instated as follows:
    - 5.4.1 Earned time accrual date including time served with CSLA.
    - 5.4.2 Retirement vesting, if any applicable under ERISA regulations.

